

**CLASSIFICATION SPECIFICATION FOR: COMMUNITY DEVELOPMENT DIRECTOR**

*Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.*

**POSITION SUMMARY**

Perform under the administrative direction of the Town Manager, the Community Development Director is in charge of and responsible for the Community Development Department; broad range of other responsibilities to support the effective and efficient deliver of services to the community.

**ESSENTIAL FUNCTIONS STATEMENTS** Essential responsibilities and duties may include, but are not limited to, the following:

1. Serves as the technical advisor to the Town Council, Town Manager and planning Commission on planning, zoning, development and related matters.
2. Makes recommendations on matters related to the physical development of the Town and its impact on social concerns.
3. Serves as Secretary to the Planning Commission, and attends Town Council and other Board and commission meetings.
4. Responsible for the enforcement of all zoning laws, related ordinances and regulations.
5. Confers with and advises property owners, buyers, sellers, developers, subdivides and others on planning and zoning matters.
6. Promotes public understanding of the General Plan and other planning programs.
7. Prepares reports, comprehensive plans and regulations.
8. Prepares and administers departmental budget.
9. Supervises and trains departmental staff.
10. Provides staff support to special committees created by Town Council and/or Planning Commission.
11. Performs related duties and responsibilities as required.

**REQUIRED EDUCATION, EXPERIENCE AND TRAINING** Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Bachelors Degree with a major in urban planning, architecture or urban design.
- Evidence of increasingly responsible significant professional experience in all phases of municipal planning including supervisory responsibility and full responsibility for a major division of work in

a planning office.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- State laws governing planning, subdivision control and related matters.
- Applicable Town regulations, procedures, policies and practices of urban planning and public administration.

Ability to:

- Communicate effectively in both oral presentation and in the preparation of written materials.
- Select, train and supervise employees
- Work effectively with other Town departments and the public in general.
- Possession of a current valid California Class C driver's license.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

### **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Master's Degree in a related field

### **PHYSICAL DEMANDS**

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

### **WORK ENVIRONMENT**

Employee work indoors in a computerized office environment, in direct contact with other Town personnel and the public.

**FLSA:** Exempt

### **PROPERTY INTEREST:**

This is a management, at-will position.

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